



Wadebridge School

Limited Company Registered UK (Charitable status)
Company No: 07999988

Headteacher: Miss T. Yardley B.A. Hons.
Gonvena Hill, Wadebridge, Cornwall PL27 6BU



Telephone Number: 01208 812881

E-Mail: enquiries@wadebridge.cornwall.sch.uk

Website: www.wadebridge.cornwall.sch.uk

Pastoral Support Assistant

Job Description

Job Purpose:

To be a proactive member of the Key Stage and Student Support team in order to support students and their families in having high expectations and to achieve their full potential.

These outcomes and all other accountabilities must be embedded in the five strands of the “*Every Child Matters*” framework ensuring that all students have the opportunity to *Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-Being*.

Job Details

Job Title: Pastoral Support Assistant
Job Level: Grade G - £19,861 - £24,491

Line Managed by: Key Stage Leader / AHT

Job Dimensions

Staff: Classroom based staff
Tutors
Key Stage Teams
Student Support Team
Multi-Agency partners

Students: Working with students and families from the allocated Key Stage

Principal Accountabilities

Support for Students and Families

- To establish effective working relationships with students, knowing them as individuals, recognising their strengths and giving appropriate feedback which challenges, motivates and reinforces self-esteem
- To ensure effective communication with families, being available for advice and support, enabling students and families to make choices about learning, behaviour and attendance
- To work with the Designated Safeguarding Leads and the Student Support Team to identify and act to safeguard students at risk or suffering from physical, sexual, emotional abuse or neglect.
- To communicate and work with the Student Support Team if students show any early signs of social, emotional, health or well-being issues, and work with them, school staff and other agencies to provide support; helping to prevent problems worsening and interfering with the child's ability to engage with school and learning.
- To support the Key Stage Team in the implementation of behaviour, rewards and attendance strategies
- To assist the Tutors, Key Stage Team, EWO and AHT in meeting the school's attendance and punctuality targets
- To assist the Key Stage Team with low levels of disruptive behaviour, working with individuals or small groups to address these behaviours and build independence and resilience
- To take a role in the On-Call rota, supporting students in regulating their behaviour and being able to access support as and when appropriate
- Where appropriate to liaise with classroom-based staff to ensure intervention strategies are in place to combat barriers to learning
- To assist Key Stage team in all matters relating to transition from one key stage to the next
- To assist with ensuring that all in-year admission students follow the set induction programme and settle well into school



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- Where appropriate to act as a Mentor within the different school systems
- To liaise and work with partner agencies as and when required
- To support the activities of Student Leaders
- To attend any relevant meetings, especially Key Stage and those regarding students and their families.
- To support the Assembly Programme
- To undertake supervisory duties at assembly time, break and/or lunchtime supporting the calm and efficient movement of students around the buildings
- To supervise students on visits, trips or out of school activities as required

Organisation & Administration

- To assist the Key Stage team in administration of all pastoral and other related events e.g. Parent Consultation meetings, Information Evenings, Celebration Assemblies etc
- To provide efficient, effective and pro-active administration of student records, incident reports/ investigations, meetings etc including the completion of any relevant referrals to Tier 3 support
- To support the organisation of any relevant trips or activities that take place
- To keep informed records of all communication and work undertaken with young people and their families.
- To maintain confidentiality of information but also adhering to relevant information sharing in order to work collaboratively and in the best interests of the students and their families.

Training and CPD

- To maintain and improve own professional knowledge and competence
- To undertake any relevant training including, First Aid and MHFA

General Requirements:

- Support the school's vision and the objectives outlined in the Raising Achievement Plan(s)
- Work within the school's Health & Safety policy to ensure a safe, working environment for staff, students, parents and carers
- Work within the school's Diversity policy to promote equality of opportunity for all
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relationships with students, parents, carers and colleagues
- Engage actively in the Professional Development process
- Adhere to school policies
- Undertake any reasonable duties as requested by the Headteacher

5 Key Competencies

- The highest levels of resilience, self-awareness and emotional intelligence enabling child centred support.
- To secure commitment to the team vision and ethos through personal impact, presence and the ability to work as part of that team.
- Set standards and provide a role model for students and staff through challenge and support.
- To engage all stakeholders and the wider community in providing support for the provision of excellence.
- A full understanding of *Every Child Matters* and its impact on all aspects of a child's development and future success.